

# GLOSSARY

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## **Arts organization**

An organization (local arts agency, art museum, orchestra or other music group, dance or theater company, film or literary society, arts center, etc.) which dedicates 51 percent or more of its budget to producing or sponsoring arts events or to providing arts services.

## **Authorizing Official**

A person who has legal fiscal responsibility for an organization, such as an Executive Director, Board President, Superintendent or similar official.

## **Balanced budget**

Applications for NAC funds must project a balanced budget, indicating no deficits or profits. Applications projecting a profit will be eligible only for the amount needed for the project to break even. Applications projecting a deficit may receive NAC grant funds only if a revised budget demonstrates additional sources of income that will enable the project to break even.

## **Block booking**

For NAC purposes, three consecutive performances or exhibits by the same artist booked within a short period of time, and usually within a limited geographic area. Block-booked events usually have a lower fee due to lower travel costs for artists. Sponsors can work cooperatively to block-book.

## **Collaborating organizations**

Organizations which contribute to planning and/or implementing a project. Does not include groups invited to attend or participate.

## **Community arts councils**

Organizations that provide a variety of arts programs and services to their community.

## **Contact person**

The project director or another person whom NAC staff can call with any questions or concerns about a grant application.

## **Discipline-based organizations**

Organizations with a primary mission to produce or present performances in a specific discipline; or art museums or galleries which either house permanent exhibitions or present traveling exhibitions.

## **Employee**

For NAC purposes, someone hired by an organization on an ongoing basis and paid regularly. This also includes volunteer board members, committee members, and advisory groups who donate necessary administrative or technical services for the project. Independent contractors are not employees and should not be included in the Employee section of the budget.

Administrative employees -- Those who will administer the grant such as the project director, secretarial personnel, etc.

Artistic/curatorial employees -- Performers, designers, art/music directors, composers, conductors, dancers, curators, etc. associated with the project

Technical/production employees -- Onstage, facility, and box office personnel associated with the project.

## **Independent contractors**

Individuals or organizations hired on a project-by-project basis and responsible for filing their own quarterly taxes. Organizations must complete an IRS Form 1099 to report payments to independent contractors.

## **In-kind match**

Donated services and materials needed for the project, for which the organization would have to pay if they were not being provided free of charge.

Only those organizations which are eligible to apply to the NAC under multicultural guidelines can include in-kind match amounts on the budget page. These donations are valued at fair market price, and may be used for up to one-half of an applicant's total match, except in the Artists in Schools/Communities and Nebraska Touring and Exhibits categories. (See matching requirements.)

## **Local arts agency**

A community organization or an agency of local government with a primary purpose to provide financial support, programs or services for a variety of arts organizations and/or individual artists and the community as a whole.

## **Matching requirements**

Applicants in the Basic Support Grant, Special Opportunities Support, or Project categories can request a grant to cover up to 50 percent of the total project expenses. An organization must have enough cash to match all of the dollars requested from the NAC. Eligible multicultural organizations may use a higher percentage of in-kind to match requests, which vary according to grant category.

Artists in Education and Nebraska Touring and Exhibits grants require the applicant to match its portion of the residency cost or performance/workshop/exhibit fee with cash.

Not eligible for match: Funds from one NAC grant (such as NAC Basic Support Grant funds) or from Mid-America Arts Alliance grants may not be used to match other NAC grants.

## **Nebraska residency**

All Artist Fellowship applicants must have at least 2 years of established Nebraska residency, and have an affidavit of residency on file at the NAC. Individual artists applying to the Nebraska Touring and Exhibits Program must reside in Nebraska. Ensembles must maintain administrative offices in Nebraska.

## **Non-arts organization**

Organizations (schools, service clubs, chambers of commerce, fair boards, colleges and universities, etc.) with a primary purpose other than the production or sponsorship of arts events. Non-arts organizations are eligible to apply in the Project, Multicultural Awareness, Special Opportunity, Artists in Schools/Communities, and Nebraska Touring programs.

## **Organization of color**

An organization with staff, board, and audience, clients, or participants who are predominantly people of color.

## **People of color**

People of color are defined as Asian, African American, Latino, or Native American persons.

## **Presenting organization**

An organization that contracts, markets, and accepts the financial risks for an arts presentation that is not self-produced.

## **Producing organization**

An organization that initiates, designs, develops, and accepts the financial risks for producing an arts presentation.

# NAC PARTNERS

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The Nebraska Arts Council has partners on the national and regional level as well as within Nebraska. Each of these organizations has a mission that complements that of the NAC.

## Funding Sources

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### National Endowment for the Arts

Nancy Hanks Center  
1100 Pennsylvania Avenue, N.W.  
Washington, DC 20506-0001  
202-682-5400  
202-682-5496 (TTD)  
202-682-5532 for alternatives to conventional print  
<http://www.arts.gov>

The NEA offers grants for arts project in many disciplines. Visit the NEA web site for a complete listing.

\*Organizations must have a DUNS number before applying for NEA grants. Visit the NEA web site for information on obtaining a DUNS number.

### Mid-America Arts Alliance

912 Baltimore Ave., Suite 700  
Kansas City, MO 64105  
816-421-1388  
<http://www.maaa.org>

M-AAA is a regional arts organization that serves Nebraska, Kansas, Missouri, Oklahoma, Arkansas & Texas with presenting opportunities (Heartland Arts Fund) and exhibition services (ExhibitsUSA).

### Nebraska Cultural Endowment

3838 Davenport  
Omaha NE 68131  
402/595-2722

The Nebraska Cultural Endowment (NCE) raises funds that enable support of arts and humanities programs administered through both the Nebraska Arts Council and the Nebraska Humanities Council.

### Nebraska Humanities Council

215 Centennial Mall South, Suite 500  
Lincoln, NE 68508  
402-474-2131  
<http://www.nebraskahumanities.org>

It is not unusual for an organization to seek support from both the NAC & NHC when undertaking a project. To clarify what each funds, generally, the NAC funds “doing the arts” and the NHC funds “talking about the arts.”

### National Endowment for the Humanities

1100 Pennsylvania Ave. N.W., Room 402  
Washington, DC 20506  
202-606-8400  
<http://www.neh.gov>

## National Service Organizations

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### Americans for the Arts

1000 Vermont Ave., NW, 12<sup>th</sup> floor  
Washington, DC 20005  
202-371-2830  
<http://www.artsusa.org>

### American Society of Composers, Authors and Publishers (ASCAP)

One Lincoln Plaza  
New York, NY 10023  
212-621-6327  
<http://www.ascap.com>

### Association of Performing Arts Presenters

1112 16<sup>th</sup> St. NW, Suite 400  
Washington, DC 20036  
1-888-820-ARTS (2787)  
<http://www.artspresenters.org>

### Business Committee for the Arts

29-27 Queens Plaza N, 4<sup>th</sup> Floor  
Long Island City, NY 11101  
718-482-9900  
<http://www.bcainc.org>

### Council of Literary Magazines/Presses

154 Christopher St., Suite 3C  
New York, NY 10014  
212-741-9110  
<http://www.clmp.org>

### National Assembly of State Arts Agencies

1029 Vermont Ave. NW, 2<sup>nd</sup> floor  
Washington, DC 20005  
202-347-6352  
<http://www.nasaa-arts.org>

### National Association of Artists Organizations

c/o Space One Eleven  
2409 Second Avenue North  
Birmingham, AL 35203-3809  
<http://www.naao.net>

### National Performance Network

PO Box 70435  
New Orleans, LA 70172  
504-595-8008  
<http://www.npnweb.org>

### Office of Folklife Programs & Cultural Studies

Smithsonian Center for Folklife & Cultural Heritage  
750 9th Street, NW, Suite 4100  
Smithsonian Institution  
Washington, D.C. 20560-0953  
202-275-1150  
<http://www.folklife.si.edu>